

Country Star Quilt Guild Bylaws

Mission Statement: The purpose of this guild is for the assembly of like-minded people who love quilts and fiber arts. Education, fellowship, historical preservation, outreach, and philanthropy are the cornerstones of this endeavor.

Article I. Name and Purpose

- A. The name of this organization is Country Star Quilt Guild.
- B. The purpose of this organization is to promote and increase interest in the art of quilting.

Article II. Membership

- A. Membership is obtained by the payment of dues, the amount of which shall be determined by the Executive Committee. Annual membership dues shall be due June 1 and shall be delinquent if not paid by the October meeting.
- B. Full benefit membership is offered to anyone over 18 yr.
- C. Persons under the age of 18 are welcome to attend with a parent or guardian, shall have no vote or hold any office.
- D. Persons over the age of 80 will have dues waived, but it is their responsibility to inform the membership chair of their age.
- E. There will be no pro-rating of dues regardless of when a person joins.

Article III. Officers and Duties

- A.
 - 1. The Officers are President, Vice President, Treasurer, Secretary and Communications Coordinator. These positions make up the Executive Committee.
- B. Duties of the President
 - 1. Preside at all regular monthly meetings of the Guild and all Executive Committee meetings.
 - 2. Is an ex-officio member of all committees.
 - 3. Signs checks in addition to the Treasurer.
 - a. Checking account shall require 2 signatures.
 - b. Designated signees shall be the Treasurer, President, and Vice President.
 - 4. Appoints two Guild members to review the Guild's financial records prior to the publication of the June financial report.
 - 5. Appoints chairpersons of standing committees.
- C. Duties of the Vice President
 - 1. Presides in the absence of, or at the request of the President at regular monthly meetings and Executive Committee and Guild Board meetings.
 - 2. Assists with bylaws changes and interpretations.
 - 3. Signs checks in addition to the Treasurer.

D. Duties of the Secretary

1. Keeps records of all regular monthly meetings and Executive Committee and Guild Board meetings.
2. Submits a copy of the minutes of the previous meeting for inclusion in the next Guild Newsletter.
3. Conducts general correspondence of the Guild.
4. Knows the location and has access to all pertinent documents of the Guild.

E. Duties of the Treasurer

1. Is responsible for all fiscal matters as directed by the Guild Board.
2. Signs checks for authorized disbursements.
3. Must have up to date financial information available for all Guild meetings.
4. Prepares a bi-annual report to be printed in January and June newsletters.
5. Disbursements over \$50.00 must be previously approved by the Executive board.

F. Communications Coordinator

1. Is responsible for any advertising promotion of the Guild. This may include regular Facebook updates, maintaining the Facebook page, creating and distributing fliers to promote special events, creating ads for Quilt show programs, speaking on behalf of the Guild at civic meetings.
2. Is responsible for ensuring the website is up to date.

Article IV. Executive Committee

A. Members

1. The Executive Committee shall consist of the elected officers: President, Vice President, Secretary, Treasurer and Communications Coordinator.
2. Each member will have one vote.
3. The Executive Committee will meet as often as needed as determined by the President or upon the request of any member.

B. Duties

1. Acts for the Guild in the event of an emergency.
2. Controls matters relating to the management and development of the Guild.
3. Prepares a budget for the upcoming fiscal year to be voted on by the membership at the June meeting.

Article V. Guild Board

1. The Guild Board shall consist of the Executive Committee and the Standing Committee Chairpersons.
2. The Standing Committee Chairpersons are appointed by the President and/or the Executive Committee.
3. Each Guild Board Member shall have one vote.
4. Standing committees shall be Hospitality, Charities, Program, Historian, Membership, Opportunity Quilt, Photographer, Publicity, Ways and Means, Special Projects, Education, and Sunshine.

5. The Guild board will meet as often as deemed necessary or upon the request of a member.

Article VI. Nominations, Elections, Vacancies

1. Election of officers will be held in May. Candidates will be selected by a nominating committee. In the event that no member agrees to assume the sole position of Executive President, the Guild supports the option to have 2 Co-Presidents to equally share the duties of the office.
2. The nominating committee shall consist of 4 members: the current President, and 3 non-board members of the Guild appointed by the President
3. If there is more than one candidate for an office, voting will be by written ballot.
4. Each new officer assumes duties at the June meeting.
5. Vacancies in office shall be filled by a vote of members.
6. No member shall be eligible to serve more than two consecutive terms in the same office except when the Nominating Committee and Guild Board feel that extending a term would benefit the Guild.

Article VII. Meetings

1. Regular meetings will be held on the dates fixed by the President and the Guild Board.
2. Special meetings will be held on the request of the President and the Guild Board.
3. The presentation of articles of business shall be brought before the Guild membership only after a vote by the executive committee.
4. Voting on issues brought before the Guild will be done by ballot or a show of hands. The majority of those present carry the vote.

Article VIII. Bylaws

These bylaws can be amended at any regular meeting of the Guild by a two-thirds vote of the members present, provided that the amendment has been submitted in writing at the previous monthly Guild meeting, and published in the Newsletter and/or website immediately preceding the meeting at which the vote is to be taken.

Article IX. Committees

1. The standing Committees of the Guild shall be Charities, Hospitality, Membership, Opportunity_Quilt, Photographer, Historian, Publicity, Program, Ways and Means, Education, Special Projects and Sunshine.
2. Each Committee chair shall have at least 1 and preferably up to 4 members to help perform the duties and responsibilities of the committee.
3. The Program Committee is responsible for the scheduling and arrangements of Programs for the general meetings. They may also set the theme for the general meetings if such is desired
4. The Membership Committee is responsible to maintain all records regarding the guild members, which includes current contact information, birthdays and membership status, and shall provide this information to all officers of the executive board. This committee is also responsible to create the member directory each year.
5. The Hospitality Committee is responsible for refreshments at each meeting.

6. The Charities Committee is responsible to manage all matters pertaining to the different charity outreach projects of the Guild. These may include setting up sessions to cut/sew quilts, bind quilt tops, deliver the finished items to the Charity contact. They shall keep a record of requirements for each Charity and make this information available to the membership.
7. The Historian Committee shall keep a record of all events, photos, awards pertaining to the Guild. This record may also include copies of each newsletter, or other articles printed about the Country Star Guild in various news publications.
8. The Sunshine Committee is responsible to send out cards for birthdays, Condolences and get-well occasions. The members of this committee are also to serve as greeters, and to assist if needed in areas of door prize tickets and member check-in.
9. The Opportunity_Quilt Committee shall decide what the challenge will be, pertaining to this quilt. The Opportunity_Quilt may be a quilt to be raffled for a fundraiser, it may be a quilt for a charity event, or it may be for competition between members who wish to participate.
10. The Photography Committee is responsible to take photos of all items presented during Show and Tell at each meeting and to get these photos sent over to the Communications Coordinator. Photos are to be taken of each member for the directory if so decided, and of all special speakers/programs/events. Copies of these photos may be shared with the Historian Committee as well.
11. The Education Committee is responsible to bring to the guild all opportunities and ideas to promote the art of quilting to the next generation. They are to help with the teaching of techniques, matching up “newbys” with experienced quilters, and setting up of Sit and Sew Groups.
12. The Special Projects Committee shall be in charge of any Exposition or Show sponsored by the Guild. They shall appoint members to hold certain positions to execute all the different aspects of the show; these may include ticket sales, set up, take down, vendors, location, judging, boutique, advertising, and any other positions needed. They shall also be responsible for any special service projects, competitions within the membership and any other special opportunities decided upon by the board or membership.
13. The Ways and Means Committee is responsible for any fund raisers established by the Guild. They are in charge of the door prize tickets and prize procurement and any other guild marketing.

Article X. Dissolution Provision

Should the guild cease to exist for any reason, the Executive Board shall identify an appropriate nonprofit corporation(s) to receive the funds and assets held by the guild, in accordance with IRS regulations and consistent with IRC 501(c)3.